

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, January 21, 2015
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Vacant, Secretary; Alderman Randy Scannell; Kevin Kuehn, and David Harp

MEMBERS ABSENT: Ron Antonneau

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Cindy Tappy, Compliance Coordinator; April Herlache, Transportation Supervisor; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; and Alderman Dave Nennig

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the January 21, 2015 agenda. D. Harp seconded the motion. Motion carried.

3. Approval of the minutes of the December 17, 2014 meeting

J. Withbroe made a motion to approve the minutes from the December 17, 2014 meeting. R. Scannell seconded the motion. Motion carried.

4. Discussion: 2014 Safety Audit Review

P. Kiewiz stated Transit goes through a safety audit every two (2) years that is conducted by (TMI) Transit Mutual Insurance which is the insurance pool that insures Metro. TMI's Safety Director comes in every two (2) years to do a complete audit of the entire facility and reviews all policies.

In your packets you will find the summary of the safety audit. It was a great audit. This summary report will address the 2012 audit recommendations, the current 2014 review, and the 2014 recommendations. The 2012 recommendations have been addressed and the two (2) recommendations TMI gave Metro going forward are to continue with promoting safety and to make sure all liquid containers are clearly identified in Maintenance. Some of the containers in maintenance the labels tend to wear off. This is something Metro needs to stay on top of.

P. Kiewiz stated it was a great audit and staff did an awesome job putting everything together for it.

P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

The Commissioners all commented to staff on a great job!

R. Kolb inquired if the safety audit involved the office staff, drivers, and mechanics.

P. Kiewiz stated absolutely. The accidents and incidents have been phenomenal. We report more now than we did in the past because of the requirements. The liability and the claims are very much reduced. We do a good job and the operators do an awesome job.

R. Kolb commented our training has increased substantial over the last 5 years since Chris Phelps was here and started the program.

P. Kiewiz stated Metro does Smith System Defensive Driving Program. It is an expensive program however, it has definitely paid off. The claims have tremendously reduced and the overall culture of safety is different in the department. P. Kiewiz just sent Bruce our new Operations Supervisor to be certified in the Smith System Defensive Driving Program. The Operations Supervisors; Chris, Bruce, and all Operators are trained in this program every two (2) years.

J. Withbroe asked if this training was mandatory.

P. Kiewiz stated yes it is mandatory every two (2) years and in addition if an employee has situation the employee will be retrained on certain sections of the training.

K. Kuehn asked do we have an internal safety policy for employees.

P. Kiewiz stated yes. Last year the City formed a safety committee that issued a new safety policy city wide. Jahn Headington and Larry Sterckx sit on this safety committee which meets on a quarterly basis. All topics are covered even workmen's compensation.

P. Kiewiz stated this also will come up in our Triennial reviews with safety and security. Metro is required to spend 1% of our federal dollars on safety and security.

R. Kolb asked if the City has a safety individual.

P. Kiewiz stated it is Coleen Hinz from the Risk Department. Metro will have Coleen attend a Transit Commission Meeting in the future to go through workmen's compensation. Transit is doing a phenomenal job with workmen's compensation.

J. Withbroe made a motion to receive and place on file. R. Scannell seconded the motion. Motion carried.

5. Operational Reports

P. Kiewiz stated we do not have a finance report this month because of the end of the year. We will be going through audit next month. We will have a yearend report from Schenck when they do their audit.

P. Manley stated in your packets you will find several operating reports. She gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System. P. Manley stated if the Commission would have any questions, she would be happy to address them.

J. Withbroe inquired if the ridership also included the Packers Game Day Routes.

P. Manley stated yes that does include the Game Day Routes. Game Day Routes were up 956 rides from January through December of last year.

P. Kiewiz also commented Route 6 had a change this year which does not require transfers, so every trip west of West Mason and Military by Green Bay Plaza was counted as two trips. That is one of our highest traveled routes. You no longer have to transfer; you would stay right on that bus. I would expect a reduction in those rides because there are no more transfers.

R. Kolb asked what Raz Pass stood for.

P. Kiewiz stated it is the Rasmussen College. When we first implemented the Raz Pass there was some abuse going on. Initially it was a yearlong pass given to students. Metro has seen a decline in the ridership. Rasmussen College has changed process on who gets a pass. The contract with Rasmussen College has expired. She is in discussions with Rasmussen College to see what Transit can do for them going forward. Rasmussen College was paying a set amount quarterly, however, it was not beneficial for them based on ridership; December had a total of 6 rides.

P. Kiewiz stated with the Game Day Routes we are not servicing the Oneida Casino, so ridership was down there. The downtown Game Day Route has drastically increased. Metro will have to look at adding an additional bus for that route.

J. Withbroe asked if we have any marketing programs coming up.

P. Kiewiz stated yes and she will address this topic in the Directors report.

6. Directors Report

P. Kiewiz stated she had a few items to update the Commissioners:

P. Kiewiz stated at the last meeting she did not have the opportunity to mention that April Herlache has been hired as our Transportation Supervisor, which she has accepted the position. April has been with us for 7 years and has worked very closely in several areas of transit. Feel free to contact her if you need anything.

K. Kuehn asked if Metro contracts long term for fuel.

P. Kiewiz stated no. DPW does that, but Metro does not. Metro goes out for bid approximately every ten (10) days. Metro is saving money by doing it that way.

K. Kuehn asked what about our tire rental.

P. Kiewiz stated Metro leases tires and this is the best way for Metro.

K. Kuehn commented petroleum products are still hanging up there in price. He stated fuel surge charges are down. You are paying a third less for raw materials right now.

R. Kolb inquired if diesel is dropping in cost.

P. Kiewiz stated our last fuel load was \$1.58 per gallon.

K. Kuehn commented now that we have people utilizing transit and like the Game Day Routes; why drive. This may increase in our capacity along with some savings with fuel.

L. Conard stated she is not aware of any reduction of ridership as a result of the fuel.

K. Kuehn stated that is our goal to have those buses packed.

P. Kiewiz stated increasing frequency is what Metro needs to focus on. Metro is unable to carry money over; so we do want to utilize it.

K. Kuehn asked what the cost of fuel was a year ago.

P. Kiewiz stated approximately \$2.70 per gallon; we had times of fuel going over \$3.00 per gallon.

K. Kuehn asked if there is consideration on buying on a long term contract.

P. Kiewiz stated she works very closely with Purchasing Department on all our fuel purchases. Purchasing does track the difference of how much savings we get versus DPW who does contract out for fuel for a long period of time. Transit does receive considerable savings every time we purchase. We have explored that option.

L. Conard asked what did Metro budget for fuel this year.

P. Kiewiz stated Metro budgets exactly what is recommended by the state which is \$3.40 per gallon.

P. Kiewiz stated last month the Commission approved Metro to purchase 4 new buses. She has been working a delivery date which is more appealing for us. Metro is expecting to receive those buses in 2015. Gillig originally said 18-20 months for delivery.

P. Kiewiz stated she does not have an employee of the month; she is looking at revamping that whole program. She will be bringing that forward at a later meeting.

P. Kiewiz stated we are in contract negotiations with maintenance. In the future, Human Resources will come to the meeting and give an update on labor negotiations.

P. Kiewiz stated over the holidays, employees from different City departments; including Metro (A. Herlache) participated in donating gifts for sick and injured children in local hospitals.

P. Kiewiz stated she would like to thank all the staff for their role in transporting patients from St. Mary's Hospital to St. Vincent Hospital due to water main breaking at St. Mary's Hospital.

K. Kuehn stated he would like to thank and appreciates Alderman D. Nennig for attending the Transit Commission meetings.

7. Other Business

No other matters.

8. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, February 18, 2015 at 8:15 a.m.

9. Adjourn

Motion made by K. Kuehn second by J. Withbroe, to adjourn at 8:34 a.m. Motion carried.

Respectfully submitted,

Essie Fels